

## Alaska WIC Program – Request for Authorization of New Food Item Checklist

- ☐ Product Name \_\_\_\_\_
  - ☐ Attach scanned package label
- ☐ Manufacturer contact information (Include Staff contact name, mailing and/or e-mail address, and telephone number)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Nutrition Information
  - ☐ Attach nutrition label
  - ☐ Attach list of ingredients
  - ☐ Attach letter of approval from USDA, if available
- ☐ Distributor in Alaska (include contact information)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ Package Size: \_\_\_\_\_
- ☐ Price (in Alaska) per Item: \_\_\_\_\_
- ☐ Is this product shelf-stable? (i.e. shelf stable tofu, shelf-stable soy beverage, or unrefrigerated shelf life for bread, tofu, and tortillas)  
\_\_\_\_\_
- ☐ Additional Comments

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### Note to Manufacturers/Distributors:

- Approval of a food product for inclusion in the Alaska WIC Program's Authorized Food List is subject to:
  - selection criteria as specified in the Minimum Stocking Requirements (see attached pdf)
  - availability
  - distribution
  - package size
  - competitive price.

Additional product information may be requested depending on the product category.

- If the current Alaska WIC Food List contains adequate selection of a certain product category, the State reserves the right to not approve any new foods for administrative reasons.
- Requests for food authorizations are processed at the State WIC Office from June to August. The list is finalized for printing in September therefore, requests received after July 1<sup>st</sup> will not be processed. The Alaska WIC Authorized Food List is effective October 1 of each year.
- Manufacturer(s) are encouraged to submit the information requested on this form as close as possible to the timeline specified above to ensure that the most updated information will be used in our review of the product.
- Manufacturer(s) will be contacted regarding the result of the review by mid-September.
- Improperly completed form may delay the review of a request for authorization of a new food item.
- Direct any questions about food authorizations to Elaine Nisonger at [elaine.nisonger@alaska.gov](mailto:elaine.nisonger@alaska.gov) or 907/269-8446.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information \_\_\_\_\_  
 \_\_\_\_\_  
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**Return this form to:**

Elaine Nisonger  
 State of Alaska – DHSS/DPA/WIC  
 Family Nutrition Program  
 3601 C Street, Suite 978  
 Anchorage, AK 99524-0249